

**[Exhibit A]**  
**2016 Iowa Balance of State Continuum of Care (CoC)**  
**Letter of Intent Form**  
**For New Projects and Voluntary Reallocation New Projects**

<b>All New Projects</b>	
a. Name and Location of Agency	
b. Name and Location of New Project	
c. Type of Project	<input type="checkbox"/> New Project <input type="checkbox"/> Voluntary Reallocation New Project
d. Project Component	<input type="checkbox"/> Permanent Supportive Housing for chronically homeless individuals and families <input type="checkbox"/> Rapid Rehousing for individuals, including HUD-prioritized populations <input type="checkbox"/> Supportive Services for centralized/coordinated assessment
e. Amount Requested	\$ _____
f. Primary Agency Contact Person	Name: Email: Phone:
g. Alternate Agency Contact Person	Name: Email: Phone:
h. Federal identification/registration	DUNS #: _____ Date of IRS 501(c)(3) status determination letter: _____ SAM Registration Current? <input type="checkbox"/> yes <input type="checkbox"/> no
i. Two-three sentence description of project	
<b>Additional Items for Voluntary Reallocation Projects</b>	
j. Name of renewal project being reallocated	
k. Eligible current renewal amount	\$ _____
l. Retained by renewal project: \$ _____	Reallocated for new project: \$ _____  Additional requested for new project: \$ _____

**[Exhibit B]**

**2016 Iowa Balance of State Continuum of Care (CoC)**  
**New Project Narrative**  
**For New Projects and Voluntary Reallocation New Projects**

*Points possible: 100*

*Please be concise. Narrative responses should generally be limited to 1,000 characters or less. If selected to submit in E-snaps, the following questions mirror many of the questions in E-snaps. The E-snaps system has character limits for all fields, some of which may be different from 1,000 characters, but this provides a rough estimate.*

*NOTE ANY APPEALS of SORING Are due to the Appeals committee or Amber Lewis by 4pm on August 30<sup>th</sup>*

**Name of Agency:**

**Name of Project:**

*(must match with Letter of Intent submitted by July 22, 2016)*

**AGENCY SUMMARY (1 point)**

- 1) **Provide a brief introduction to the agency.** *Include how this particular project fits within the overall agency.*

**PROJECT SUMMARY (2 points)**

- 2) **Provide a brief summary of the proposed project.** *The summary will serve as a guide to orient reviewers to the project. If seeking a voluntary reallocation of an existing renewal project, explain this.*

**PROJECT TYPE (2 points)**

**PERMANENT SUPPORTIVE HOUSING**    ☐ **check here**

**RAPID REHOUSING**    ☐ **check here**

- 3) **Units/beds: (1 point)**
  - a. **Total units:** Includes all of the units in the project, regardless of size:
  - b. **Total Beds.** Includes all of the beds in the project, regardless of unit configuration:

- 4) **Housing type: (1 point)**

- a. **Barracks:** Individuals and/or families sleep in a large room with multiple beds. Also includes large shelters which are traditionally used in the Emergency Solutions Grants Program.
- b. **Dormitory, shared or private rooms:** Individuals and/or families share sleeping rooms or have private rooms; persons share a common kitchen, common bathrooms, or both.
- c. **Shared housing:** Shared housing is defined as an arrangement in which two or more unrelated people share a house or an apartment. Each unit must contain private space for each assisted household, plus common space for shared use by the residents of the unit. Common space must be appropriate for shared use by the residents and private space must contain at least one bedroom for each two persons in the family. A zero or one bedroom unit may not be used for shared housing.
- d. **Clustered apartments:** Each individual or family has a self-contained housing unit located within a building or complex that houses both (1) persons with special needs—e.g., homeless or formerly homeless persons, persons with substance abuse problems persons with mental illness, or persons with AIDS/HIV—and (2) persons without any special needs.
- e. **Scattered-site apartments (including efficiencies):** Each individual or family has a self-contained apartment. Apartments are scattered throughout the community.
- f. **Single family homes/townhouses/duplexes:** Each individual or family has a self-contained, single family home/townhouse/duplex that is dispersed throughout the community.

#### **AGENCY EXPERIENCE (20 points)**

- 5) **Describe the experience of the agency in effectively utilizing federal funds and performing the activities proposed in the application, given funding and time limitations.** *Describe why the applicant, subrecipients, and partner organizations (e.g., developers, key contractors, subcontractors, service providers) are the appropriate entities to receive funding. (For housing projects) Provide concrete examples that illustrate their experience and expertise in the following: 1) working with and addressing the target population's identified housing and supportive service needs; 2) developing and implementing relevant program systems, services, and/or residential property construction and rehabilitation; 3) identifying and securing matching funds from a variety of sources; and 4) managing basic organization operations including financial accounting systems. (10 points)*
- 6) **Describe the experience of the agency in leveraging other federal, state, local, and private sector funds.** *Include experience with leveraging all Federal, State, local and private sector funds. (5 points)*
- 7) **Describe the basic organization and management structure of the agency. Include evidence of internal and external coordination and an adequate financial accounting system.** *Include the organization and management structure of the applicant and all subrecipients; be sure to include a description of internal and external coordination and the financial accounting system that will be used to administer the grant. (5 points)*

## PROJECT DETAIL (26 points)

### 8) Describe the scope of the project. (10 Points)

- a. Describe the target population(s) to be served (*Be specific*) (2 Points)
- b. Describe the project community/service area including a clear and concise description existing housing needs including a list of other currently funded ESG/COC projects in the project's service area (2 Points)
- c. Describe how the project will work in coordination with other funding sources and other mainstream and homelessness provider's partners (2 Points)
- d. Please provide the project plan for addressing the identified housing and supportive service needs, (2 Points)
- e. Please describe how these projected project outcome(s) will enhance the COC system wide performance outcomes (These performance measures track the average length of homeless episodes, rates of return (2 Points)

### 9) Describe the estimated schedule for the proposed activities, the management plan, and the method for assuring effective and timely completion of all work. *Demonstrate how full capacity will be achieved over the term requested in this application. Keep in mind, in order to expend funds within statutorily required deadlines, NOTE: all RRH project must begin rental assistance within the first 10 months of award for full points* (5 points)

### 10) **Housing First.** *The Housing First model is an approach to: 1) quickly and successfully connect individuals and families experiencing homelessness to permanent supportive housing 2) without barriers to entry, such as sobriety, treatment or service participation requirements or 3) related preconditions that might lead to the program participant's termination from the program. Supportive services are offered to maximize housing stability and prevent returns to homelessness as opposed to addressing predetermined treatment goals prior to permanent housing entry. Review Sections II.A.6. and VII.A.1.h. of the FY 2015 CoC Program Competition NOFA and the Housing First in PSH brief at [www.hudexchange.info/resource/3892/housing-first-in-permanent-supportive-housing-brief/](http://www.hudexchange.info/resource/3892/housing-first-in-permanent-supportive-housing-brief/) for more information.* (11 points)

(a) Has the project removed the following barriers to accessing housing and services? Check the box next to each item to confirm that the project has removed (or never had) barriers to program access related to each of the following (select all that apply):

- ☐ Having too little or no income (all projects should check this; the Iowa Council on Homelessness voted in 2015 to prohibit CoC-funded projects from screening applicants out due to too little or no income); (1 point)
- ☐ Active or history of substance abuse; (1 point)
- ☐ Having a criminal record with exceptions for state-mandated restrictions; (1 point)

- Fleeing domestic violence (e.g., lack of a protective order, period of separation from abuser, or law enforcement involvement). (1 point)

(b) Does the project ensure that participants are not terminated from the program for the following reasons? Select all that apply. Please also attach a copy of the project's termination/appeals policy; no points may be awarded in this section if the policy is not included, or if the policy includes contradictory information.

- Failure to participate in supportive services; (1 point)
- Failure to make progress on a service plan; (1 point)
- Loss of income or failure to improve income; (1 point)
- Being a victim of domestic violence; (1 point) or
- Any other activity not covered in a lease agreement typically found in the project's geographic area. (1 point)

(c) Verify that the project's termination policy clearly matches with the responses above. (1 point for Yes; no point for No) Yes/No

(d) Verify that the project's admissions and terminations don't discriminate on the basis of residency requirements Yes/No (1 point)

## SUPPORTIVE SERVICES FOR PARTICIPANTS (20 points)

11) For all supportive services available to participants, indicate who will provide them, how they will be accessed, and how often they will be provided: **(10 points)**

Assessment of Service Needs	-- select --	-- select --
Assistance with Moving Costs	-- select --	-- select --
Case Management	-- select --	-- select --
Child Care	-- select --	-- select --
Education Services	-- select --	-- select --
Employment Assistance and Job Training	-- select --	-- select --
Food	-- select --	-- select --
Housing Search and Counseling Services	-- select --	-- select --
Legal Services	-- select --	-- select --
Life Skills Training	-- select --	-- select --
Mental Health Services	-- select --	-- select --
Outpatient Health Services	-- select --	-- select --
Outreach Services	-- select --	-- select --
Substance Abuse Treatment Services	-- select --	-- select --
Transportation	-- select --	-- select --

**12) Describe how participants will be assisted to obtain and remain in permanent housing:**

*Describe plans to move program participants from the streets, other places not meant for human habitation, emergency shelters, and safe havens into PH, as well as plans to ensure that program participants stabilize in PH. A good response will acknowledge the needs of the target population and include plans to address those needs through current and proposed case management activities and the availability and accessibility of supportive services through primary health services, mental health services, educational services, employment services, life skills, and/or child care services. Good strategies should be highly population specific and will look markedly different for youth, older adults, and families. For example, youth may require a more time intensive service array including specifically tailored life skills, housing, and education programming with more points of contact with a case manager meeting them at their apartment or in youth relevant locations. Similarly, a young parents program might include parenting classes and other child care services. If program participants will be housed in units not owned by the project applicant, the narrative must also indicate how appropriate units will be identified and how the project applicant or subrecipient will ensure that rents are reasonable. Established arrangements and coordination with landlords and other homeless services providers should be detailed in the narrative. (5 points)*

**13) Describe specifically how participants will be assisted both to increase their employment and/or income and to maximize their ability to live independently:** *Address the needs of the target population, the required supportive services, the availability and accessibility of those supportive services, and any coordination with other homeless services providers and mainstream systems. Describe how service delivery directly leads to program participant employment; how service delivery leads directly to program participants accessing SSI, SSDI, or other mainstream services; and how the requested funds contribute to program participants becoming more independent. **Note:** Education plays an important role in the personal development of program participants, **especially youth participants**, and should be considered a strategy to maximize their ability to live independently. Youth are also unlikely to have job experience or familiarity with the workforce and government-provided supplementary income sources and so may require unique programming to meet their needs. (5 points)*

**OUTREACH FOR PARTICIPANTS (4 points)**

**14) Enter the percentage of homeless person(s) who will be served by the proposed project for each of the following locations:** *Indicate the percentage of homeless persons who are (or have been) admitted from each of the listed locations. (2 points)*

- a. Directly from the street or other locations not meant for human habitation. \_\_\_\_\_ %
- b. Directly from emergency shelters. \_\_\_\_\_ %
- c. Directly from safe havens. \_\_\_\_\_ %
- d. Persons fleeing domestic violence (or attempting to flee). \_\_\_\_\_ %
- e. **Total of above percentages (must be 95% for full points):** \_\_\_\_\_ %

- 15) **Outreach** *Explain how program participants will be identified and connected with the offered housing and services below. (2 points)*
- Is there a current coordinated entry system in all or part of the project service area yes/no*
  - Does the project participate in Coordinated Entry? yes/no or a Domestic Violence Organization*

#### **CONTINUUM OF CARE PARTICIPATION (10 points)**

- 16) Local Collaboration: Does the agency participate in any local regional planning group? If so, what is it called and how does the agency participate? **(3 points)**
- 17) Has any representative of the program been an active participant in 2016 meetings of the Iowa Council on Homelessness? *(Note that anyone can participate in council meetings even if not a voting member.)* Briefly describe. **(2 points)**
- 18) Has any representative of the program been an active participant in Iowa Council on Homelessness committees and working groups? Briefly explain. **(5 points)**

#### **BUDGET AND CAPACITY (15 points)**

- 19) **Budget request:** Provide a summary budget for the proposed project. Include the amounts that will be requested in each relevant category, according to HUD's rules for the particular proposed project. Include the total budget request. Also include the amount that will be requested for Administration. **(10 points)**
- 20) **Match** Provide a summary of how the proposed project will meet the HUD matching requirement (25% for all categories except leasing) **(5 Points)**

#### **BONUS:**

21. Does the proposed project service area (Answer 8b.) include no other ESG/COC currently funded projects or proposes a service area in which all existing ESG/COC projects have been defunded yes/no? **(5 Points for new service area projects)**